TA1: Course Development and Review Policy & Procedure

Contents

Purpose

Australian Employment & Training Services is committed to providing students with a quality learning experience through their engagement with their studies. This policy has been developed to outline the framework used for the design, development, implementation and evaluation of courses delivered by Australian Employment & Training Services.

This policy and procedure contributes to compliance with Standard 1, Clauses 1.1 – 1. 8 and 1.12 of the Standards.

Definitions

AQF means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/

Amount of Training refers to the time period students have to complete a qualification. It includes formal activities provided by RTOs (e.g. classes, online learning and workplace learning) as well as the time students have to practice skills, reflect on their learning and absorb the knowledge required

ASQA means Australian Skills Quality Authority which is the national VET regulator and the RTO's registering body

Course means any nationally recognised qualification, unit of competency, skill set or short course delivered by the RTO

Nominal hours are an expression of the number hours of supervised training expected to deliver a given unit of competency. These are determined for State and Territory funding purposes

RPL means Recognition of Prior Learning which is an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package of VET accredited courses. For definitions of formal, non-formal and informal learning, refer to the definitions in ASQA's User's Guide for the Standards for Registered Training Organisations 2015[1]

RTO means Registered Training Organisation

SRTOs means the Standards for RTOs 2015 – refer to definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed from www.asqa.gov.au

---

[1] Definitions quoted from Australian Skills Quality Authority (ASQA). *User's Guide to the Standards for RTOs 2015. Accessed on December 8, 2014, from*
http://www.asqa.gov.au/verve/_resources/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf

Volume of Learning relates to the Australian Qualifications Framework (AQF) and provides a range of the amount of time it is expected to take for a student to gain a qualification at different levels. It includes all activities a student does to achieve a qualification. It is expressed in equivalent full-time years.

Policy

1. **Researching new courses**

    - Upon deciding to develop a new Course for delivery, Australian Employment & Training Services conducts preliminary research into the industry, future trends, competition and the student needs and capabilities based on the student target group.   This information is used to identify whether a new Course is suitable to be added to Australian Employment & Training Services' scope of registration and prepare for development of the course.

    - Preliminary consultation with industry representatives and trainers/assessors who have been involved in delivery will help guide the research.

2. **Training and assessment strategy**

    - The information gathered in the preliminary research stage is used to develop a comprehensive Training and Assessment Strategy.

    - Training and Assessment Strategies are written to provide as much detail as possible about the way in which the Course is trained and assessed so that it provides a complete roadmap to delivery. The Training and Assessment Strategy will include:

        - Mode of delivery and course structure

        - Units to be delivered and any relevant clusters

        - Sequence of delivery and time allowed

        - Training arrangements – how and when each part of the course will be delivered

        - Assessment arrangements – how the requirements of the units will be covered and what arrangements have been made for assessment

        - Physical resource requirements including materials, facilities and equipment

        - Human resource requirements – the trainers and assessors that will deliver the Course

        - Industry engagement processes used in the design and development of the Course.

    - The Training and Assessment Strategy will be used to consult industry on the suitability of the Course.

    - Training and Assessment Strategies are reviewed annually in collaboration with industry representatives to ensure its currency and relevance to the industry.

3. **Industry engagement**

- In line with the Standards, Australian Employment & Training Services is required to develop its Courses through effective engagement with industry.

- Australian Employment & Training Services will invest in developing quality relationships with industry representatives which may include local and regional employers, current and past students, job network providers, recruitment agencies, professional associations and Industry Skill Councils.

- Australian Employment & Training Services' trainers and assessors and the management team are responsible for cultivating these relationships.

- Industry experts will be consulted to review proposed and current Courses to ensure they meet current industry expectations and student needs. Results gathered will be used to develop and improve on the Training and Assessment Strategy including resources, materials, content, trainers and assessors, facilities and equipment.

- Australian Employment & Training Services' industry engagement approach includes:

  - Liaising with industry representatives such as employers, job network providers, industry skills councils and professional associations about proposed or current Courses to gather their written or verbal feedback

  - Reviewing feedback received from currently enrolled students about the course they are involved in.

  - Subscribing to regular updates from relevant Skills Service Organisations including:

    SkillsIQ

    PwC's Skills for Australia

- All feedback received via industry consultation processes will be documented and acted upon accordingly to ensure that Australian Employment & Training Services qualifications are industry relevant and current.

- Records of industry consultation are kept on the *Industry Consultation Register* and the processes and outcomes are recorded on each Course's *Training and Assessment Strategy*.

4. **Resources, facilities and equipment**

- Upon developing a new Course, Australian Employment & Training Services will ensure that it has suitable and sufficient resources, facilities and equipment to deliver the Course. This will include:

  - Training rooms – sufficient training space and break-out areas are available for students.

  - Equipment – all equipment required to deliver a Course is available for delivery including Course specific equipment that may be used as props and aids during delivery and training equipment such as whiteboards, data projector, chairs and tables.

  - Trainers/Assessors – a sufficient number of trainers/assessors who are suitably qualified in line with the *Skilled Trainers and Assessors Policy and Procedure* are available to deliver the course for the intended number of students.

– Training materials – suitable and relevant training materials are available that suit the delivery model for the Course, including textbooks, Power Points, session plans, delivery aids and handouts (as required).

– Assessment materials – suitable assessment materials that cover the Training Package / Accredited Course requirements and are suitable for the assessment methods to be used in the Course.

– RPL tools – suitable RPL assessment tools are available that are specific to the Course and the way in which RPL is assessed by Australian Employment & Training Services.

– Educational support resources – suitable support resources are available for students to assist them in their learning as needed.

– Language, literacy and numeracy tools – suitable assessment tools are available to identify each student's language, literacy and numeracy needs prior to enrolment.

5. **Course reviews**

- Each year, each Course on Australian Employment & Training Services' scope of registration will be reviewed to ensure its currency and suitability. The review will ensure:

    – The Training and Assessment Strategy is still accurate and current

    – The currency of the Training Package/ Accredited Course and associated units, considering also the requirements of the *Training Product Transition & Expiry Policy and Procedure*

    – Currency and suitability of all resources, facilities and equipment

    – Currency and suitability of all trainers and assessors

- Feedback from industry gathered throughout the previous year will be reviewed and any improvements made to the Course based on this feedback will be implemented if it hasn't been already. Where industry feedback is out of date or not recent, a further industry consultation process will be conducted to ensure industry feedback is current and relevant.